



DIRECTORATE OF LOGISTICS

Janice E. McCreary-Watson, MAJ, MS, USA
Chairperson
Date of Appointment - 2 July 1993

MISSION

To logistically support the Institute in the accomplishment of its threefold mission—Consultation, Education, and Research. The division offers support and consultation in the following logistics areas: acquisition receipt, storage, issue, movement, and maintenance; repair and accountability of materiel; housekeeping; real property repair and maintenance; interior decoration; construction; linen and laundry support; waste collection and disposal; transportation; communications (in conjunction with the information management officer); equipment installation and site preparation; equipment calibration and certification; and American Registry of Pathology (ARP) contract services.

ORGANIZATION

The directorate is organized into five divisions:
Materiel Acquisition Division
Materiel Receiving and Distribution Division
Property Management Division
Facilities and Services Division
Safety Division

STAFF

- Kenneth McKnight, SGT, USA, NCOIC
- (A) Jonathan Plotkin, SGT, USA, Logistics Operation NCO
- Kim R. Toppin, Administrative Assistant
- (D) William C. Roberson, SSG, USA, NCOIC

Material Acquisition Division

- Rene Woo Carrigan, CPT, MS, USA, chief
- Jerome Thorpe, Supervisor
- Nina A. Bryant, Purchasing Agent
- Melissa A. Cutliff, SP4, Supply Technician
- James Stringer, SP4, Supply Technician
- (A) Edward Cruz, SP4, Supply Technician
- (A) Debbie Konhurst, Data Technician
- (D) Candida Moroz, Purchasing Agent

Material Receiving and Distribution Division

- Willie Vaughn, Chief
- Deidra S. Epps, Inventory Management Specialist
- Leroy Nelson, Materiel Handler
- Ronald E. Jones, Materiel Handler
- (A) Gary Dangerfield, Motor Vehicle Operator/Materiel Handler
- (A) Wendell K. Green PFC, Supply Technician
- (D) Jason Krape, Student Worker

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Property Management Division

Rudolph J. Wynn, Acting Chief
Gordon W. Whitsitt, Supply Technician
Christine Burch, Supply Technician
Carla Sanders, SP4, Supply Technician
(D) Kimberly Martyn, Supply Technician
(D) Nguyen Duy Toan, Supply Technician

Facilities and Services Division

(A) LT Michelle Hancock, Chief
(A) Ira N. Gordon, HMC(AW), USN, NCOIC
(A) James R. Walker, SGT, USA, Biomedical Maintenance Technician
(A) Bobby T. Hill, AMEDDPAS Data Technician
Neal Rowan, Maintenance Technician
Phyllis Nicholson, Purchasing Agent
Gary M. Vines, Engineering Technician
Rosalind N. Vines, Maintenance Clerk
(D) William C. Bloom, Chief
(D) Jacqueline Robertson, SP4, Supply Technician
(D) Gerry McKay, SSG, Biomedical Maintenance Technician

MATERIEL ACQUISITION DIVISION

CPT Rene Woo Carrigan and Mr. Thorpe continuously worked to improve customer services and requisition processing efficiency. 1995 was a year of implementing new programs and initiatives. Just-in-time(JIT) techniques were again emphasized in conjunction with our retail "Country Store" operation with the implementation of a new Blanket Purchase Agreement (BPA) Program. The new program directed by the Directorate of Contracting, Walter Reed Army Medical Center (WRAMC, DOC) streamlined the total number of companies (both small and large businesses) approved as BPA sources for the purchase of expendable supplies. The division purchased over \$600,000 of supplies utilizing the new BPA Program.

Lead times for local purchases were reduced from 60 to 80 days to under 30 days. The reduction in processing time was achieved primarily through daily liaison with the chief, Directorate of Contracting, WRAMC and weekly coordination meetings. The BPA program served customers well; however, it required an enormous amount of administration to process each order. Consequently, a management decision was made to discontinue the BPA Program and fully implement the Government International Merchant Purchase Authorization Card Program (VISA credit card).

The AFIP Credit Card Program was implemented during the first quarter of FY96. It is anticipated that all credit card participants will be trained by March 1996 and the BPA Program discontinued by April 1996. The Credit Card Program will tremendously reduce the number of small purchase requests forwarded to the DOC, WRAMC for processing. Additionally, the program will decrease lead time for receipt of supplies, decrease logistical administration time to process orders, and ultimately decrease numerous billings for orders to a single monthly billing statement.

The initiative to start a prime vendor contract between Walter Reed Army Institute of Research (WRAIR) and AFIP for laboratory and research supplies has completed open solicitation and DOC, WRAMC's internal evaluations and reviews. The contract award is anticipated during the third quarter of FY96. The prime vendor contract will streamline all laboratory and research supply procurements with a single vendor providing supplies in an expedient and efficient manner to the customer at a much lower cost.

The umbrella contract for all American Registry of Pathology collaborative enterprise services successfully completed the base year of the contract. During this year, 22 new requirements were added to the initial contract. The Institute is supported by 161 contract ARP positions, with more requirements being evaluated.

PROPERTY MANAGEMENT DIVISION

The Property Management Division continues to function with Mr. Rudolph J. Wynn serving as the acting chief and property book officer. The division, although short of personnel resources, performs monumental tasks to support the Institute's missions. A 100% physical inventory was conducted, identifying over \$4.3 million worth of missing equipment. A complete physical inventory had not been conducted at the Institute in over 10 years and required several months to complete. The division additionally conducted an extensive investigation to recover as many losses as possible from the \$4.3 million originally identified. This investigation was performed to reestablish property accountability and to start a new baseline property book. After completion of the investigation, accountability was established for all equipment, except approximately \$991,000 worth.

An automated document register for nonexpendable property was implemented, as well as a durable document register to monitor and control the purchase of highly pilferable laboratory support equipment. The Institute's formal property book now exceeds \$38 million. One hundred and two hand receipts have been established and are current in accordance with regulatory property accounting procedures.

Under the Medical Care Equipment (MEDCASE) Program over \$1.5 million was received to purchase 11 equipment requirements. Significant MEDCASE equipment purchased this year included two slide stainers for the Division of Immunohistochemistry, a mass spectrometer for the Department of Infectious and Parasitic Disease Pathology, a microscope slide storage system for the Materials Repository Division, an ultracentrifuge for the Department of Cellular Pathology, and an x-ray machine for the Department of Environmental and Toxicologic Pathology.

FACILITIES AND SERVICES DIVISION

LT Hancock, MSC, USN, assumed the duties of division chief upon the retirement of Mr. William Bloom in February 1995. LT Hancock skillfully took the lead in tracking awarded contracts as well as initiating numerous new projects. Significant project highlights include the installation of a new North Wing fire alarm system, a public address system installed throughout the building, construction of administrative and laboratory spaces for the Department of Environmental and Toxicologic Pathology, and renovation of the Director's kitchen and the Command Suite.

Additionally, a \$2.6 million contract was awarded to renovate the Institutes' South Wing. The division also initiated numerous small contracts to paint, replace old carpet, upgrade electrical requirements, and improve lighting for departments moving into swing space within the Institute because of the South Wing renovation.

The Institute began receiving direct funding of its maintenance and repair dollars in October 1996. This was a facility policy change implemented at Headquarters Medical Command. The policy change directive allows the Institute the ability to contract out work that the Directorate of Public Works, Walter Reed Army Medical Center is unable to perform and or support.

The division drastically improved its general maintenance/repair performance rate this year. Over 155 work orders and 500 service orders were processed, with a completion rate of 77% and 90%, respectively.

In May 1995, the MEDCOM Logistics Review Team (CLRT) sited numerous deficiencies in the medical maintenance operation. Funding was approved to hire contract employees to perform the critical preventive maintenance and safety and calibration services that were not being performed. Due to the diligent efforts of SGT Walker and Mr. Bobby Hill, all CLRT deficiencies were corrected. All medical equipment calibrations and certification labeling was also completed and noted as being instrumental in the Institute successfully passing the College of American Pathologist accreditation inspection. During FY95 over 792 unscheduled services were performed. The biomedical repair shop has now become a viable asset to the Institute.



MATERIEL RECEIVING AND DISTRIBUTION DIVISION

Mr. Willie Vaughn and his staff continued to provide excellent support services to the Institute. The division received and processed for issue over \$9 million worth of supplies and equipment. The number of supply and equipment losses from the warehouse was reduced drastically this year. The primary reason was the installation of security cages within the warehouse. Separate cages are used for new equipment awaiting issue and old equipment awaiting turn-in to the Defense Marketing and Reutilization Office.

An equipment turn-in help desk was also initiated this year. This program allows departments with inadequate support staff to schedule appointments for equipment turn-in. Materiel handlers then go out twice a week and actually pick up equipment from requesting departments.

Additionally, the division has been proactively supporting schools requesting technology and automation equipment pursuant to Title 3, Presidential Executive Order 12821 of November 16, 1992, Improving Mathematics and Science Education in support of the National Education Goals.

TRAINING/EDUCATION

A monthly Logistics Procedural Training Program was implemented in the Institute. This program highlights a key topic each month to improve the effectiveness of logistical support and educate nonlogistics personnel on procedures. Classes presented this year were Hand Receipt Management, Processing Requests for Expendable Supplies and Services, Solvent Recycling, Preparing Regulated/Hazardous Materiel Inventories for Turn-in, and Procedures for Using the Shop-By-Lan Country Store Supply Request System. Numerous personnel throughout the Institute have attended these training sessions and are effectively applying the lessons learned to complete departmental logistics requests.

OTHER ACTIVITIES

The Biohazard Solvent Recycling Program was expanded to include the distillation of alcohol. Alcohol and xylene are the primary biohazards treated in the Solvent Recycling Center at the Institute. New silver recovery equipment units were also purchased and installed. These units meet both Federal and District of Columbia standards for the collection and discharge of photographic chemical waste.